

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-115/3  
1 August 1966

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Subcommittee on Standardization (SOS)

Attached is the charter for the CODIB Subcommittee on Standardization as approved by CODIB on 29 July 1966. May I please have the names of representatives of member agencies by memorandum within the next few days. Send to CODIB Acting Secretary, Room 2E49, CIA Headquarters.

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[Redacted]  
Acting Secretary

Attachment

Group 1  
Excluded from automatic  
downgrading and  
declassification.  
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Subcommittee on Standardization (SOS)

Pursuant to DCID No. 1/4, paragraph 1 (b), dated 23 April 1965, and CODIB-M-70, paragraph 18, dated 13 April 1966, a subcommittee on standardization of data elements\* and codes is hereby established.

1. Composition and Organization

a. The Subcommittee on Standardization shall include a representative of each department or agency represented on CODIB and such other representatives as CODIB may approve.

b. The Chairman of the Subcommittee shall be appointed by CODIB from the CODIB Support Staff, or from one of the member agencies with the approval of his appropriate superior officials.

c. CODIB Support Staff will provide necessary research, analytical and staff support from:

(1) its permanently assigned personnel complement

(2) additional member-agency personnel assigned to it for specified periods on a project basis

(3) contractor personnel made available to it by member agencies on a project basis.

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\*A data element is a grouping of informational units having a unique meaning and subdivisions (data items) of distinct units or values. Examples of data elements are military personnel grade, race, and sex. The data element "military personnel grade" may contain data items such as captain, major and colonel. (In some cases there may be more than one level or order of subdivision under a data element.)

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d. The CODIB Subcommittee on Classification shall hereafter be subsumed under the Subcommittee on Standardization and shall become the Intelligence Subject Code Working Group (ISC Working Group).

2. Mission. The mission of the Subcommittee on Standardization shall be to select or develop standard data elements and data codes for use in intelligence information systems to facilitate data interchange and compatibility among and between systems in the USIB agencies and, to the extent appropriate, other U. S. Government agencies.

3. Functions.

a. Develop, for CODIB approval, criteria for selection and development of data elements and codes as Intelligence Community standards.

b. Receive approved nominations for selection or development of data element and code standards from CODIB. Analyze these nominations to determine that they meet CODIB-approved criteria for standardization.

c. Specify and detail the standardization requirements for those nominations which meet CODIB-approved criteria.

d. Provide guidance and assistance to CODIB Support Staff (CSS) in obtaining information upon which to base the selection or development of standards, instructions, procedures and guidelines.

e. Review and evaluate proposed standards together with pertinent instructions, procedures, guidelines, and revisions thereof.

f. Determine need for revision and update of standardization criteria, standards, and pertinent instruction, procedures and guidelines. Submit proposed revisions to CODIB for approval.

g. Assist CODIB members in implementing approved standards in member agencies.

h. Maintain cognizance of degree to which approved standards have been, or are being adopted by member agencies.

i. Perform liaison with agencies, both in and out of government, for the purpose of making maximum use of applicable or planned standardization efforts and, where appropriate, for the purpose of furthering acceptance of CODIB standardizations.

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4. Reports. The Subcommittee will submit standardization criteria and proposed data element and code standards to CODIB for approval. Status reports will be submitted to CODIB as requested. The Subcommittee may also submit reports on its own initiative.



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Chairmen, CODIB

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